Mouré. Ferdinand Albert. [Bursar] 1914-15
(77)

September 29th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I told Dr. Leathes to proceed with this appointment on the understanding that Richardson is only a substitute and would give up the place to Husband on his return. I promised to bring the appointment forward at the next meeting of the Board.

I agreed also that he should give Mrs. Davis five dollars a week.

Yours sincerely,

President.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

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TORONTO,

5 October, 1914.

The President,

University of Toronto.

Dear Mr. President:

I have received a letter this morning from Dr. Kirschmann informing me that he is now in Zürich, Switzerland. While he does not make any reference to the non-payment for the last two months of that portion of his salary which we still proposed to pay him, I take it that his letter is intended to be an intimation that he is now on neutral territory, and probably we ought to decide whether payments are to be continued to him or not. He received his salary for July as usual, but nothing has been paid since.

I would also call your attention to the fact that some further order is now necessary as to continuing Dr. Toews' salary, as I understand from Dr. Needler that he has not returned to duty.

Yours faithfully,

F. A. Mouré

Bursar.

October 8th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

It was agreed that Mr. Bott should receive $200.00 out of the amount set aside for the payment of an Assistant Secretary of the University Extension work, in respect of the work done during the Summer Session and in connection with the beginning of the correspondence courses this autumn. Mr. Bott has completed this work, and I recommend that the above amount be paid to him. Hereafter his connection with the University Extension work will officially cease.

Yours sincerely,

President.

October 9th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

After talking the matter over with Professor Primrose, who did most to secure subscriptions with a view to giving an extra appointment to Dr. Brodie, I think that the title which was practically agreed upon last spring should be "Director of Experimental Laboratories for Medical and Surgical Research".

Professor Primrose will send you the origionals of letters that he has received from Sir Edmund Osler and Mr. R. W. Leonard.

Yours sincerely,

President.

October 17th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

The gift of Colonel Cooderham of two thousand five hundred dollars was made for the purpose of retaining the services of Professor Brodie, consequently it is to be credited to the new fund and not to the former Medical Research Fund.

Yours sincerely,

President.

October 17th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I have just received a letter from Mr. Currelly who is expecting to get a boat home soon but meantime he asks me to communicate with you in order that the carpenter, Ferguson, may have a grant of one hundred dollars with which to buy lumber. Will it be necessary to have this authorised by the Chairman, or can you do it on my recommendation?

Yours sincerely,

President.

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October 19th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I have written to Professor McGowan to ask the Secretary of the Faculty to return Mr. Young's cheque to you, and I have stated that I will have the appointment of Mr. Mitchell to take the place of Mr. Young made next Thursday.

Yours sincerely,

President.

October 27th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I have just had a letter from Professor A. P. Coleman asking me to have you cable him £20 taking it from his next month's salary. The address that he sends is Care of Geological Survey, Calcutta, which he hopes to reach either on 3rd or 10th November.

Yours sincerely,

President.

October 28th, 1914

The Bursar,

University of Toronto.

Dear Mr. Bursar:

Will you please make out a cheque for one hundred and seventy-five dollars in payment of the three lectures which Sir Harry Hamilton Johnston is now giving in the University ?

There will be further payments for his entertainment at the York Club and his assistant's at the Faculty Union, but these will be rendered later. As Sir Harry Johnston leaves to-morrow night after his third lecture, will you please have this made out to-day?

Yours sincerely,

President.

[illegible] 1[illegible]

Dr. Forbes,

University of Toronto.

Dear Dr. Forbes:

[illegible]

[illegible]

[illegible]

[illegible]

Yours [illegible],

[illegible].

[illegible] 7th, 1914

[illegible],

[illegible]versity of Toronto.

[illegible] Dr. Punsert

Will you please pay to the York Club [illegible] twelve dollars and eighty cents ? This [illegible] for six party dressing, and should [illegible] the visiting [illegible].

[illegible]

[illegible].

November 16th, 1914

The Purser,

University of Toronto.

Dear Mr. Purser:

Will you please pay to me out of the appropriation for visiting lecturers sixteen dollars and thirty cents ($16.30), being the expenses in connection with the lectures of Sir Harry Johnston, twelve dollars and eighty cents for the York Club and three dollars and fifty cents for Lemon Brothers?

Yours sincerely,

W.

President.

November 12th, 1914

The Bursar,

University of Toronto.

Dear Mr. Burnet:

Will you be kind enough to pay Mr. A. A. Wolf the two hundred dollars voted by the Board for his services as Secretary of the Department of Training for Social Service, the cheque.

Yours sincerely,

President.

December 1st, 1914

The Bursar,

University of Toronto.

Dear Mr. Burnet:

Will you please say to Professor [illegible] H. [illegible] one of assembly-rooms collectors for lectures delivered at the University of Toronto

Yours sincerely,

President.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

1 December, 1914.

The President,

University of Toronto.

Dear Mr. President:

You sent a letter to the Chairman on the 13th ultimo with regard to keeping Dr. H. E. Clutterbuck's position open for him pending his return from military service. The Board assented to this at the last meeting, but, as Dr. Clutterbuck's is a Sessional appointment and he was not appointed for the Session 1914-15, recommendation for a pro formâ appointment will require to be made.

His title last year was"Assistant in Gynaecology".

Yours faithfully,

F. A. Moure

Bursar.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

1 December, 1914.

The President,

University of Toronto.

Dear Mr. President:

In going over some staff records recently my attention was drawn to the fact that the title of "Emeritus Professor" was not conferred upon Dr. Reeve (retired 1914), Dr. McDonagh (retired 1914), in the Faculty of Medicine; Professor McCurdy (retired 1914) in the Faculty of Arts; and Dr. Henry Montgomery (retired 1911).

I do not know whether it was your intention to recommend this title in the cases referred to, but in the event of its having been an oversight that such recommendation was not brought forward, I have thought it well to bring the matter to your attention.

Yours faithfully,

F. A. Mouré

Bursar.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

5 December, 1914.

The President,

University of Toronto.

Dear Mr. President:

I beg to enclose a letter from the Adjutant-General of the Canadian Militia with reference to the free admission to the Royal Military College, Kingston, of five matriculants from this University under the conditions mentioned. I have informed the Adjutant-General that his letter has been transmitted to you.

Yours faithfully,

ENCL.

Bursar.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

21 December, 1914.

The President,

University of Toronto.

Dear Mr. President:

May I call your attention to the application of the Athletic Association to be relieved of their financial obligations to the Board for the present year? The following Special Committee -

The Vice-Chairman

The President

Dr. D. B. Macdonald

Mr. Russell

Mr. Armour

was appointed for inquiry into the constitution and management of the Association and its relations to the University; the Committee being also empowered to make any recommendations in connection with the whole subject which it may think proper.

I presume it was intended that you should act as Convener.

Yours faithfully,

Bursar.

January 9th, 1915

The Bursar,

University of Toronto.

Dear Mr. Bursar:

Will you please let me have twenty-five dollars for petty cash expenditure in my office ?

Yours sincerely,

President.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

13 January, 1915.

The President,

University of Toronto.

Dear Mr. President:

Referring to Dr. Franklin Johnson's letter which you enclosed to me yesterday, as I stated to you over the telephone the regulation of the Board is explicit that the permission to wives of members of the staff to attend lectures without payment is as occasional students only. I have written to Dr. Johnson that this is the case;and that I believe you to agree with me that a person taking the full course in the Department of Social Service can hardly be regarded as an occasional student.

Yours faithfully,

Bursar.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

28 January, 1915.

The President;

University of Toronto.

Dear Mr. President:

Referring to the letter from Professor W. R. Lang which you sent me this morning, I observe that he says Mr. K. E. Burgess was given permission by him to take up another position on December 1st. No notice of this has reached me until to-day, and consequently Mr. Burgess was given his December cheque, amounting to $62.50, without any question and has cashed it. His cheque for January was also made out in the ordinary course, and had he applied for it we should have had no reason for withholding it.

I might mention to you another case occurring in the same Department. On 28th October last I received a memorandum that Mr. S. J. Cook, an Assistant like Mr. Burgess at $500. for the Session, had resigned. This apparently indicated that he had filled out the month of October, and it was not until Saturday last, the 23rd instant, that Professor Lang sent me a Money Order for $31.25 with the statement that this was a refund of one half of Mr. Cook's salary for October. As the Money Order was dated 30th November it had evidently been held for nearly two months before being sent to me.

I must say that this sort of thing seems to indicate a very loose control and an unbusinesslike method which should not be allowed to continue. Some provision would seem to be necessary to prevent cases like that of Mr. Burgess occurring again.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO

You will recall that I spoke to you by telephone a fortnight ago about the appointment of W. S. McClenahan in the Department of Mathematics. The facts there were that he had been appointed a Fellow at $500, had accepted the appointment and the cheques had been issued in the ordinary course for the months of October to January inclusive. These cheques had not been called for, but, as in the case of Mr. Burgess, there was nothing to indicate to us that the man was not on duty and entitled to receive them if he applied. It was only upon your recommending to the Board on the 14th instant an appointment in place of McClenahan's that it came to light that the latter had never taken up the position.

I would draw your attention to the fact that both Burgess and McClenahan had signed and returned to me the form of acceptance of the respective positions for the Session, thus creating a contract with the Board. It will be obvious that if for any reason the Professor in charge of a Department finds it necessary or desirable to make changes in his staff information should be given immediately to this office. How can accurate accounts or records be kept otherwise, not to mention the danger of persons receiving pay for which they have rendered no service?

I could cite other cases of a similar nature occurring in past Sessions. I have set out the facts at some length now for my own protection, and in order to exhibit to the Auditor the reason for our having to cancel cheques issued which should not

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO

have been issued, a procedure which looks like carelessness on the part of my staff, but which is due, as I have demonstrated, to causes beyond my control.

Yours faithfully,

Bursar.

University of Toronto.

PRESIDENT'S OFFICE.

Expenses to Boston, Yale & New York.

Railway Tickets	$ 37.17
Hotels & Meals	15.80
Taxis &c	4.35
	$ 57.00

Robt. Falconer.

Feb 9. 1915.

February 10th, 1915

Ian Bureau,

University of Toronto.

Dear Mr. Bureau:

Will you be kind enough to make out a cheque in favour of Rev. M. H. Tait for six hundred dollars in regard of his lectures on the Maritime Foundation, Ian College.

Yours sincerely,

President.

[illegible] 16th, 191[illegible]

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I enclose a cheque for twenty-five dollars which Professor [illegible] [illegible] [illegible]. [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] part payment of [illegible] expenses, which were in excess of the appropriation for travelling expenses. Will you kindly credit this amount to the fund.

Yours sincerely,

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

1 March, 1915.

The President,

University of Toronto.

Dear Mr. President:

I return the letter from Professor Leathes which you sent me. I do not know why he troubled you with the matter when he could have written to me direct.

The cheque for his December salary, amounting to [illegible]35.34, was deposited on the 14th of that month. I have the Bank's acknowledgment under date of 16th December, in which they state that the amount "has been credited to Professor J. B. Leathes' account (L 471) as requested".

I have made inquiry of the Bank to-day and learn that they are this morning in receipt of a letter from Professor Leathes asking that the amount at his credit be transmitted to Sheffield, which they are arranging immediately.

Yours faithfully,

ENCL.

Bursar.

UNIVERSITY OF TORONTO
BURSAR'S OFFICE

MEMORANDUM ~~FOR~~ re

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24 March, 1915.

Instructors in Social Service.

Burnett, A. C.)
Carson, Miss)
Grant, Miss J.) Appointed 14 May, 1914,
Neufeld, Miss) honorarium not fixed.
Ware, Dr. N. J.)

MacMurchy, Dr. Helen - Appointed 8 October, 1914,
honorarium not fixed.

UNIVERSITY OF TORONTO
BURSAR'S OFFICE

MEMORANDUM ~~FOR~~ re expenses of Social Service Courses.

24 March, 1915.

Vote in Estimates 1914-15 for Social Service Courses - $1,500.

Appropriations therefrom:-		Expended to date:
Expenses of Courses	$200.	$115.
Secretary's salary (E.A.Bott)	200.	200.
Clerical assistance	200.	114.50
Equipment & furniture	200.	178.50
Books	150.	.....
	$ 950.	$ 608.

Original appropriation	$1,500.
Voted as above	950.
Balance -	$ 550.

March 30th, 1915

H. A. Moore, Esq.,

Bursar, University of Toronto.

Dear Mr. Moore:

Many thanks for the fyle of the programmes and the alphabetical list of the composers whose works have been played. I must congratulate you upon the third most successful season. To my regret I have been unable to be present at more than a few, but I know that these recitals are a great boon to many and add to the attractiveness of our academic life.

Yours,

Yours sincerely,

President.

University of Toronto.

PRESIDENT'S OFFICE.

Toronto, 1 April, 1915.

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I wish to discontinue for the three months, April to June, 1915, the monthly contribution from my salary to the Retirement Fund. Will you therefore pay over to me the full amount of my salary in each of those months, the deduction to be resumed in the cheque for July next?

Yours truly,

April 5th, 1915

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I have many inquiries with regard to the house of Lecture Rooms and I find that are requires some work still. Will you be good enough to send me another hundred dollars in accordance with the resolution of the Board ?

Yours,

Yours sincerely,

President.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

9 April, 1915.

The President,

University of Toronto.

Dear Mr. President: <u>Re Trinity College.</u>

I am to enclose a copy of the letter of Vincent Meredith which was yesterday referred by the Board of Governors to a Committee consisting of -

The Chairman
The Chancellor
The President
The Chairman of the Property Committee.

Yours faithfully,

A.C.H.

Bursar.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

19 April, 1916.

The President,

University of Toronto.

Dear Mr. President:

Re Household Science Course for the Department of Education.

Referring to the letter of the Deputy Minister of Education which you sent to me this morning, I beg to say that I have discussed with Associate Professor Laird the question of keeping a separate account for the supplies which would be required for this particular course.

We both fear not see how it will be possible to do this. We state that the supplies during the Winter Session have to be bought frequently in bulk, and that to keep an identical account of the proportions of food materials used for the regular course and those for this special course would be almost impossible, and would entail an amount of work quite out of proportion to the result. Separate vouchers for this service apparently therefore cannot be had. I presume that a close statement can be made by the Household Science staff, and that this will be satisfactory.

There will be no difficulty in stating separately the salaries of the Instructors and Assistants.

Yours faithfully,

Bursar.

April 2[illegible], 1[illegible]

[illegible]

[illegible]

Dear Mr. [illegible]:

[illegible]

[illegible]

[illegible]

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

28 April, 1915.

The President,

University of Toronto.

Dear Mr. President:

The Secretary of the Faculty of Medicine in sending in the usual certificate that the members of the staff have performed the duties required of them for the Session 1914-15 makes the following exceptions:-

Anderson, Dr. H.B., Assoc. Prof., Clin. Med., Stipend $700.
Cleland, Dr. F. A., Associate, Gynaecology, " $300.
Clutterbuck, Dr.H.E., Ass't, Gynaecology (Sess'l), pro formâ app't.
Cole, Dr.C.E.C., Dem'r, Therapeutics (") " " "
Fotheringham, Dr.J.T., Assoc. Prof., Medicine, Stipend $700.
Goldsmith, Dr.Perry, Dem'r, Oto-Laryngology (Sess'l), $200.
Menzies, Dr. P.K., Ass't, Surgery (Sess'l), pro formâ app't.
Mackenzie, Dr.A.J., Dem'r, Clin.Med.("), " " "
Magwood, Dr.S.J.N., " Obstetrics (Sess'l), $200.
Park, Dr. F. S., Ass't., Clin. Med.("), $50.
Philp, Dr. G. R., " Anatomy ("), pro formâ app't.
Roberts, Dr. J. A., Dem'r, Surgery ("), $250.
Robertson, Dr. D.E., Ass't, Surgery ("), $100.
Rudolf, Dr. R. D., Professor, Therapeutics, $1,000.
Strathy, Dr. G. S., Dem'r, Clin. Med. (Sess'l), $250.
Scott, Dr.Wallace A., (Assoc., Clin. Surgery, $300.
(Ass't, Anatomy (Sess'l), pro formâ app't.

Having gone over these names with our records I find that according to your report to the Board of Governors last Fall the following cases have been dealt with:-

(a) Permanent appointments - Married men, salaries payable to wives:

Dr. Rudolf
Dr. Scott (as Associate in Clinical Surgery).

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO

The President .... 2.

(b) Sessional - Positions to be kept for the holders, pro formâ appointments in the meantime without salary:-

Drs. Clutterbuck
Cole
Menzies
Mackenzie, A. J.
Philp
Scott (as Assistant in Anatomy)

Of the remaining names I believe

(c) Drs. Fotheringham and Roberts have been engaged in military work in Canada, and

Dr. Goldsmith has been mentioned in the newspapers as serving abroad.

(d) Concerning Drs. Anderson
Cleland
Harwood
Park
Robertson, D. H.
Strathy

I have no information except that the Secretary's Office reported that Dr. Anderson had no hospital appointment this Session.

Will you kindly make a recommendation in due course to the Board of Governors covering the cases in groups (c) and (d) as to whether their salaries are to be paid or not?

Yours faithfully,

Bursar.

WOMEN'S RESIDENCES ACCOUNT.

-o--O--o-

Receipts to 30 April, 1915, $ 16,342.75
(Very little more to come in as Residences closing earlier this year).

Expenditures:-

	Appropriation	Expended to 30 Apl.
Maintenance of Building:		
Fuel	1,680.	1,092.93
Light	675.	447.96
Water	180.	143.76
Repairs & renewals	1,200.	1,162.36
Fixing up rooms	180.	180.32
x Housekeeping expenses	11,000.	7,538.47
Salary of Mrs. Campbell, July & August, 1914,		183.32
Salary of Miss Parkin to 30 June, 1915,		1,000.00
Salary of Housekeeper to 30 June, 1915,		633.33
		$ 12,382.45

If appropriations used in full the total expenditure to 30 June will be -- $ 16,731.65

x Except for wages, the accounts so far received for payment are up to March inclusive.

May 6th, 1915

The Dean,

University of Toronto.

Dear Mr. Dean:

I am enclosing a cheque for five thousand dollars from the Department of Militia and Defence in payment of work to be done by the laboratory of Physics in the production of Trench Artillery for the Canadian Expeditionary Force.

Yours sincerely,

President.

May 6th, 1916

The Bursar,

University of Toronto.

Dear Mr. Bursar:

Now that the Dominion Government has forwarded the cheque for five thousand dollars which they promised as a grant towards the maintenance of the Hospital, will you kindly return to Lt.-Colonel A. A. Tomkins the bond of same thousand dollars for the same purpose?

Yours sincerely,

President.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

12 May, 1915.

The President,

University of Toronto.

Dear Mr. President:

I enclose copy of a letter received from Professor J. J. Mackenzie covering recommendations of the Research Committee. I have noted the withdrawals of Drs. Caulfeild and Armour. The appointments of Drs. Detweiler, Bruce Macallum and Minns require a nomination from you to the Board of Governors.

I observe that the dates at which it is suggested these appointments should be made will introduce still further variation, and may cause some delay with regard to re-appointments in a future year.

Yours faithfully,

ENCL.

Bursar.

U

15

COPY

May 11th, 1915.

The Bursar,
University of Toronto.

Dear Sir:

At a meeting of the Research Committee the following recommendations were passed:-

That Dr. H. K. Detweiler is to be appointed a Research Fellow in the Department of Pathology and Bacteriology at a salary of $1,000. a year, the appointment to date from June 1st, 1915.

That a second Fellowship at $750. be established, the holder of the Fellowship to be selected.

That a Senior Research Fellowship be granted to Dr.Bruce Macallum at a salary of $1,200. a year, and that the date that his work is to begin is July 1st, 1915; and that he is to have $300. to meet the expenses of the research. His research to be carried on under the direction of Professor Hunter in the Department of Pathological Chemistry.

That Dr. F. S. Minns be granted $50. a month,beginning May 1st, to complete the series of experiments on Immunity in Tuberculosis, which have been inaugurated by Dr. Caulfeild, and that he be retained at that salary until the series of experiments inaugurated are completed. The period when his services cease to be determined by Professor McPhedran.

That C. Greenwood, the laboratory man in Dr. Caulfeild's laboratory, be retained until these experiments are completed.

That $250. be set aside to meet any current expenses of the researches.

Payments to Dr. Caulfeild and Dr. Armour will cease on May 1st, 1915.

The requisitions will be made out and signed by Miss I.E. Ruttan of the Pathological Department, and accounts are to be certified by Professor McPhedran.

Sincerely yours,

(Signed) John J. Mackenzie,

Professor of Pathology & Bacteriology.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

17 May, 1915.

The President,

University of Toronto.

Dear Mr. President:

Dr. Primrose and Dr. Ryerson have received the cheques for their stipends as members of the staff in the Medical Faculty for the Session 1914-15.

I have had no instructions as to the continuance or otherwise of their salaries as Secretary and Assistant Secretary, which are paid monthly throughout the year. Is it the understanding that they are to receive leave of absence with salary so far as these positions are concerned?

Yours faithfully,

Bursar.

May 16th, 1917

The Bursar,

University of Toronto.

Dear Mr. Bursar:

The correspondence with Dr. Tolerance and Dr. Ryerson with regard to their stipends as Treasurer and Assistant Secretary is that they continue to receive them, arrangements having been made by them to pay their own rent in their quarters.

Yours sincerely,

President.

May 18th, 1915

Sir Vorsar,

University of Toronto.

Dear Mr. Porter:

Will you always have a cheque sent this morning for fifty dollars in favour of Mr. D. L. Crawford, the treasurer, received last about ?

Yours sincerely,

President.

University of Toronto.
PRESIDENT'S OFFICE.

Expenses to Ottawa

For Conference of Universities with Sir George Foster

Ticket return	$13. ~~60~~
Sleeper	3.20
Extra	.50
Hotel	4.55
	$21.25

ROOM No. 424 ACCOUNT No. 134

Ottawa, [illegible] 19[illegible]
CANADA.

M [illegible]

To **Chateau Laurier** Dr.

BILLS PAYABLE WEEKLY

Rooms from 25 to [illegible] 195	20		
Restaurant	2	15	
Wine			
Cigars			
Telephone			
Laundry			25
Telegraph			
Valet			
Miscellaneous			

MAY 19 1905

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

TORONTO,

28 May, 1915.

The President,

University of Toronto.

Dear Mr. President:

Re Medical Bulletin.

I send you herewith a copy of my letter to the Chairman, of date the 25th instant, and a transcript of the account in question.

You will see from the latter that payments have been in arrear from the beginning, and that the last payments made do not more than overtake the bill incurred in May, 1913.

The account has been rendered to Dr. Clarke several times since October last, and I also wrote to him in December, but have received no reply.

Yours faithfully,

ENCLS. 2.

Bursar.

COPY

25 May, 1915.

Sir Edmund Walker, C. V. O.,

Chairman, Board of Governors,

University of Toronto.

Dear Mr. Chairman:

Re Medical Bulletin Account.

When I last brought this matter before the Board of Governors, soon after the New Year, I was instructed to let it stand for a further period of three months. I have delayed reporting until now hoping that the arrears would be at least reduced, if not paid in full. As nothing has now been paid, however, during a period of almost eight months, and another account has recently been incurred, I am again laying the matter before you.

Yours faithfully,

ENCL. copy of
account.

Bursar.

MEDICAL BULLETIN ACCOUNT.

1912				1913			
June 29	To Accts.Receiv.		377.00	Jan. 11	By Cash		100.00
Sept. 2	"	"	" 24.00	17	"	"	100.00
1913				June 16	" Credit, Adv'g		50.00
Jan. 15	"	"	" 375.75	26	" Cash		180.00
Feb. 17	"	"	" 4.50	Oct. 21	"	"	110.00
May 15	"	"	" 334.00	Nov. 5	"	"	115.00
1914				1914			
June 30	"	"	" 289.00	March 20	"	"	35.00
1915				May 6	"	"	44.00
May 15	"	"	" 281.05	June 1	"	"	25.00
				30	" Credit, Adv'g		50.00
				Sept. 25	" Cash		200.00
				Oct. 8	"	"	100.00
				1915			
				May 15	Balance		576.30
			$ 1,685.30				$ 1,685.30

May 15	To balance due	$ 576.30
	Interest at 5%	69.20

June 14th, 1915

The Bursar,

The University of Toronto.

Dear Mr. Bursar:

The lecture that was given by Mr. De Lapradelle last January was charged to the Saturday Lecture Course. Professor Mayer thinks that in fairness the account should have been paid out of my general fund for visiting lecturers. Probably this is so inasmuch as I had more to do in inviting Mr. De Lapradelle than any one else. Will you therefore have the sum of fifty dollars paid to the Saturday Lecture Course out of my fund, and oblige,

Yours sincerely,

President.

June 1st, 1912

The Bursar,

University of Toronto.

Dear Mr. Burgar:

Will you please let me have the sum of twenty-five dollars for petty cash disbursements in my office, and oblige,

Yours sincerely,

President.

[illegible] 2nd, 1915.

[illegible],

[illegible] University of [illegible].

Dear Sir, [illegible]:

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

President.

July 6th, 1915

The Bursar,

University of Toronto.

Dear Mr. Bursar:

The following members of the Board constitute the Committee on the Laboratory for Biological Products and Antitoxins:

Colonel A. E. Gooderham
Major R. W. Leonard
Mr. T. A. Russell
Mr. F. N. Armour
The President.

Yours sincerely,

President.

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July 6th, 1915

The Bursar,

University of Toronto.

Dear Mr. Bursar:

I have informed Mr. W. T. Jackman that if his services are satisfactory to the Department I will recommend him to be made Assistant Professor at the earliest moment after he has attained the full position as lecturer.

Yours sincerely,

President.

July 6th, 1915

The Bursar,

University of Toronto.

Dear Mr. Bursar:

Will you be kind enough to have my salary cheques for the months of July and August deposited in my account in the Canadian Bank of Commerce, College and Yonge Street Branch ?

Yours sincerely,

President.

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BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

Board

TORONTO,

28 June, 1915.

The President,

University of Toronto.

Dear Mr. President:

The Board have approved of the action of the Finance Committee in discontinuing the salary of Professor Kirschmann. I notified Professor Kirschmann some days ago that no further remittances would be sent to him.

Is it the intention to take any action to terminate his appointment, or is his name to remain on the list without salary?

Yours faithfully,

F. A. Mouré

Bursar.

BURSAR'S OFFICE
F. A. MOURÉ, BURSAR.

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TORONTO,

28 June, 1915.

The President,

University of Toronto.

Dear Mr. President:

I have a request from R. Fullerton, the engineer of the Experimental Plant in the Department of Mechanical Engineering, for the disposal of his cheque for the months of June, July and August.

Upon communicating with Professor Angus I learn that this man is regarded by him as being a nine months' appointment, although it is not so stated in the Estimates. The man has been paid ever since he came on the University staff in twelve payments annually.

If it is the intention that he should have three months holidays every year it would seem to be better that his appointment should be varied accordingly, so that it would be understood that his salary of $750. covers nine months' work as those of the machinist and fireman in the same Department are stated to be for ten and eight months respectively.

Yours faithfully,

F. A. Mouré

Bursar.